

VOLUNTEER SERVICES POSITION DESCRIPTION

PROGRAM	Meals on Wheels
VOLUNTEER POSITION	Driver
Purpose of Program	To deliver nutritional meals to the client's door. Supports seniors to live independently in the community.
Duties	<ul style="list-style-type: none"> • The Drive and/or Runner picks up the food and program binder at SSS. • Delivers the food to the client's home following route plan. • If no runner is available, assist clients to open cartons and cut up food, if necessary. • Monitor any significant changes in the client's health or well being. • Inform the Supervisor of Support Services of undelivered meals, concerns about a client or any concerns relating to meal delivery. • Return cartons to SSS and program binder to SSS. • Maintains and submits mileage sheet.
Qualifications	<ul style="list-style-type: none"> • Competent navigator and driver • Ability to understand and be understood in English • Good Interpersonal Skills: friendly, outgoing, courteous, patient • Ability to work independently • Capacity to maintain confidentiality • Able to communicate in a clear and effective manner • Punctual and reliable
Requirements	<ul style="list-style-type: none"> • Criminal record check mandatory • Provide reference checks • Drivers must have a current driver's license and abstract • Must have own vehicle. Clean and in good repair. Able to provide a smoke free environment. • \$3 million Extended Third Party Liability coverage
Commitment required	<ul style="list-style-type: none"> • Minimum 6 months commitment • Flexible schedule. Monday to Friday. Approximately 10:00am-12:00pm.
Training required	<ul style="list-style-type: none"> • Volunteer Orientation • Program Training provided by volunteer (1-2 shifts) • Additional training as required
Benefits	<ul style="list-style-type: none"> • Mileage reimbursement • Annual Volunteer Appreciation
Reports To	<ul style="list-style-type: none"> • Supervisor Support Services (604-520-6621) • Coordinator Volunteer & Social Programs (604-520-6621)